

Position Title: CHIEF COUNSEL

Department: VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD

Final Filing Date: Wednesday, September 23, 2009

Bulletin ID: 09102009_1

The Above-Named Examination Bulletin is Amended as Follows:

APPLICATION INFORMATION:

Included should be the names and telephone numbers of at least two references

The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed, no more than three pages in length and using the font "Arial" size 11.



VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD	RELEASE DATE:	Thursday, September 10, 2009
POSITION TITLE:	CHIEF COUNSEL	FINAL FILING DATE:	Wednesday, September 23, 2009 <i>or until filled</i>
CEA LEVEL:	CEA 4	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 9,018.00 - \$ 9,939.00 / Month	BULLETIN ID:	09102009_1

POSITION DESCRIPTION

The Chief Counsel works under general direction of the Executive Officer as an in-house counsel and supervising attorney for the Victim Compensation and Government Claims Board serving the Board and all of its programs. The Chief Counsel is responsible for planning, organizing, directing, and reviewing the work of the legal staff. The Chief Counsel reviews legislation, provides legal guidance, and answers legal questions for executive and management staff, as well as, works to improve communication between the Board and various organizations. The Chief Counsel is also responsible for ensuring that Bid Protests and Claims of Erroneously Convicted Persons are resolved in a manner that is legally sufficient, expeditious, and not so technical as to force parties to secure legal representation. The Chief Counsel ensures that the Board is effectively represented in litigation in which the Board is not represented by the attorney general.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

Membership in the California State Bar. (Applicants must have active membership in the State Bar before they will be eligible for appointment).

Knowledge of legal principles and their applications to complex and sensitive legal problems; knowledge and experience with the legislative process; ability to interpret and apply constitutional law, statutes, regulations, fiduciary and case law; knowledge of and experience with principles of human resource management and supervision, particularly as applied to management of a legal office.

Ability to analyze legal principles and precedents and apply them to the most complex and sensitive legal problems; ability to present statements of fact, law, and analysis clearly and logically in written and oral form; ability to draft opinions, briefs, regulations, and legislation; ability to independently present the most difficult and complex legal issues to clients and stakeholders.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

- Experience and knowledge of the legal issues facing the programs of the Board including victimization, public and private medical care and insurance, mental health counseling; criminal procedure, collection law and practice; employment law and personnel management issues, state contract law and procedures, the Administrative Procedure Act, the Tort Claims Act, and the Public Records Act.
- Demonstrated ability to prepare legal opinions and render advice to management.
- Experience appearing before boards, legislative hearings, and other entities, including state and federal courts, with regard to the full range of governmental law, as well as personnel and labor management law.
- Experience supervising and managing the work of legal staff.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF COUNSEL**, with the **VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application screening based on the minimum, general and desirable qualifications as stated in this announcement. Interviews may be scheduled if deemed necessary by the appointing power. Job-related criteria will be used to comparatively rank qualified candidates and candidates will be notified in writing of the examination results.

FILING INSTRUCTIONS

Interested applicants must submit:

- A completed Standard State Application (Form 678).

- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than three pages in length, using
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD, HUMAN RESOURCES
400 R STREET, SACRAMENTO, CA 95811
LISA HODGES | 491-3807 | lisa.hodges@vcgcb.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The VICTIM COMPENSATION AND GOVERNMENT CLAIMS BOARD reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>